



Corporate Policy Manual

Sub Topic:	Shift Premium	Policy No.	HR.2-04
Topic:	Hours of Work & Overtime	Employees Covered:	Regular Full-Time Non-Union Employees
Section:	Human Resources	Council Adoption Date:	November 12, 2007
Effective Date:	January 1, 1999	Revision No:	Date:
		001	January 1, 2007

POLICY STATEMENT

The Town of Newmarket acknowledges that employees may be required scheduled to work outside the core hours of 7:00 a.m. to 6:00 p.m. and employees should be compensated appropriately.

PURPOSE

The purpose of this policy is to establish standards and procedures to compensate employees who are scheduled to work outside the core hours and to ensure consistent application of shift premium procedures.

PROCEDURES

Employees, excluding those in receipt of Management Compensation Lieu Days, will be paid a shift premium in accordance with Appendix A, as amended from time to time.

Shift premiums are payable for any scheduled shifts worked Monday to Friday where a minimum of 50% of the hours worked are outside the core hours.

Shift premiums are not paid when overtime is payable.